



2015 – 2016 DEPENDENT VERIFICATION WORKSHEET

Federal Student Aid Programs

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called **verification**. According to federal regulations, the Financial Aid Office must verify your FAFSA information before we can award you financial aid. Please complete and sign the form, attach any required documents, and submit it to the address above. **Blank or incomplete forms will not be processed.** If you have questions about the process, you can contact us at the number above.

SECTION A: Student Information

Last Name	First Name	Middle Name	Student VIP ID
Mailing Address (include Apt. #)			Date of Birth
City	State	Zip Code	Home Phone
Email Address			Cell or Alternate Phone Number

SECTION B: Family Information

Dependent Students (students who needed to provide their parent(s) information on the FAFSA)

List the people in your parent(s) household in the below section. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2015 through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015-2016. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.
- Excluding your parents, write in the name of the college for any household member who will be attending college at least half-time between July 1, 2015 and June 30, 2016 and will be enrolled in a program that leads to a college degree, certificate or diploma at a postsecondary educational institution.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
Example: John Doe	20	Brother	State University	Yes
		Self		

If you need more space, attach a separate paper.

Student's Name: _____

Student VIP ID: _____

SECTION C: Parent(s)/Stepparent Income to Be Verified

Instructions: Complete this section even if the student's parent(s) did not file a 2014 income tax return with the IRS.

Data Retrieval Tool: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.

Obtaining a Tax Return Transcript: To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2014 tax returns were filed, 2014 IRS tax return transcripts must be submitted for each parent.

You will also need to submit copies of your 2014 W-2(s), along with the rest of the required documentation. If you are in the military, please submit December 2014 Leave and Earnings Statement (LES).

Parent(s)/Stepparent Tax Forms and Income Information

- Check only one box below. Your parent(s) must request a **2014 Tax Transcript from the IRS** at www.irs.gov or call 1-800-908-9946 or use the **IRS Data Retrieval Tool found on the 2015-2016 FAFSA** (www.fafsa.ed.gov). Please check which method your parent(s) used to input your tax info.
 - Check here if your parent(s) are attaching a Tax Return Transcript. *(Can only be obtained from the IRS.)*
 - Check here if your parent(s) have requested a Tax Return Transcript. **Date Requested:** _____
 - Check here if your parent(s) have used or will use the IRS Data Retrieval Tool. **Date Submitted:** _____
 - Check here if your parent(s) were not employed and had no income earned from work in 2014.
 - Check here if your parent(s) worked, but will not file and are not required to file a 2014 U.S. Income Tax Return.
- If your parent(s)/stepparent filed an amended 2014 federal tax return, please request a 2014 IRS "Record of Account" and submit to our office. This document can only be requested via the IRS Form 4506-T (available on the IRS website). If you cannot submit this document, you must submit copies of a 2014 IRS Tax Return Transcript and a 2014 Tax Account Transcript.
- Non-Filers – Complete this section if you, the parent, will not file and are not required to file a 2014 Federal Income Tax Return, list below your employer(s) and any income received in 2014. Please attach a copy of W-2 form for each source of employment. Misplaced W-2s can be requested though employers or the IRS.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
	\$	
	\$	

SNAP Benefits Received

Yes No

Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, any time during the 2013 or 2014 calendar years. The Financial Aid Office may require documentation from the agency that issued the SNAP benefits.

Name of Person Who Received SNAP in 2013 or 2014	List Student or the Relationship to the Student

Child Support Paid

Yes No

Complete this section if you or your spouse paid child support in 2014.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Child's Age	Annual Amount Paid in 2014
				\$
				\$
				\$

SECTION C: Student's Income to Be Verified

Instructions: Complete this section if you, even if you the student did not file a 2014 income tax return with the IRS.

Data Retrieval Tool: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Obtaining a Tax Return Transcript:

To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

You will also need to submit copies of your 2014 W-2(s), along with the rest of the required documentation. If parent/stepparent is in the military, please submit December 2014 Leave and Earnings Statement (LES).

Student's Tax Forms and Income Information

- Check only one box below. You must request a **2014 Tax Transcript from the IRS** at www.irs.gov or call 1-800-908-9946 or use the **IRS Data Retrieval Tool found on the 2015-2016 FAFSA** (www.fafsa.ed.gov). Please check which method you used to input your tax info.
 - Check here if you are attaching a Tax Return Transcript. (*Can only be obtained from the IRS.*)
 - Check here if you have requested a Tax Return Transcript. **Date Requested:** _____
 - Check here if you have used or will use the IRS Data Retrieval Tool. **Date Submitted:** _____
 - Check here if you were not employed and had no income earned from work in 2014.
 - Check here if you worked, but will not file and are not required to file a 2014 U.S. Income Tax Return.
- If you filed an amended 2014 federal tax return, please request a 2014 IRS "Record of Account" and submit to our office. This document can only be requested via the IRS Form 4506-T (available on the IRS website). If you cannot submit this document, you must submit copies of a 2014 IRS Tax Return Transcript and a 2014 Tax Account Transcript.
- Non-Filers – Complete this section if you will not file and are not required to file a 2014 Federal Income Tax Return, list below your employer(s) and any income received in 2014. Please attach a copy of W-2 form for each source of employment. Mislplaced W-2s can be requested though employers or the IRS.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
	\$	
	\$	

SNAP Benefits Received
 Yes No

Complete this section if someone in the parent(s)'s household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, any time during the 2013 or 2014 calendar years. The Financial Aid Office may require documentation from the agency that issued the SNAP benefits.

Name of Person Who Received SNAP in 2013 or 2014	List Student or the Relationship to the Student

Child Support Paid
 Yes No

Complete this section if you paid child support in 2014.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Child's Age	Annual Amount Paid in 2014
				\$
				\$
				\$

Student's Name: _____

Student VIP ID: _____

SECTION D: 2014 Additional Financial Information: Enter "0" if the answer is "none". Do not leave any item blank.

Student		Parent(s)
\$ _____	Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) form IRS Form 1040—line 50 or 1040A—line 33.	\$ _____
\$ _____	Child support paid because of a divorce or separation or as a result of a legal requirement. Don't include support received for children in your household.	\$ _____
\$ _____	Taxable earnings from need-based employment programs , such as Federal Work-Study and need-based employment portions of fellowships and assistantships	\$ _____
\$ _____	Taxable student grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$ _____
\$ _____	Combat pay or special combat pay ; only enter the amount that was taxable and included in your adjusted gross income. Don't include untaxed combat pay.	\$ _____
\$ _____	Earnings from work under a cooperative education program offered by a college.	\$ _____

SECTION E: 2014 Untaxed Information: Enter "0" if the answer is "none". Do not leave any item blank.

Student		Parent(s)
\$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D,E, F, G, H and S. Don't include amounts reported in code DD (employer contributions toward employee health benefits).	\$ _____
\$ _____	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified plans from IRS Form 1040 - line 28+ line 32 or 1040A - line 17.	\$ _____
\$ _____	Child support received for all children. Don't include foster or adoption payments.	\$ _____
\$ _____	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$ _____
\$ _____	Untaxed portions of IRA distributions from IRS Form 1040 – lines (15a minus 15b) or 1040A – lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$ _____
\$ _____	Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$ _____
\$ _____	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$ _____
\$ _____	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
\$ _____	Other untaxed income not reported above. Also include the untaxed portions of health savings accounts from IRS Form 1040—line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	
	List source of untaxed income: _____	
\$ _____	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ XXXXXXXX

SECTION F: Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is true and accurate. For **dependent students**, only one parent must sign. The person who paid child support must also sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.**

Student's Signature

Date

Parent's Signature (required)

Date

Signature of person who paid child support

Date

SUBMIT THIS WORKSHEET TO THE FINANCIAL AID OFFICE BY MAIL, FAX, OR IN PERSON